

DEPARTMENT OF THEATRE AND DANCE
INTERNSHIP OPPORTUNITIES
2009-10

ACTOR'S THEATRE OF CHARLOTTE

Running Crew. Board ops, ASMs for all shows. Start the Saturday before opening, plus watch a run through before that. **Theatre Management.** During weekdays. Work with Carrie (Equity Stage Manager) in office doing theatre mgmt work. Several hours per week.. **Marketing.** During week. Work with Dan and marketing. Shadow them for a while and then take on some projects. **Performance.** To be announced.

FLAT ROCK PLAYHOUSE

Semester-long, full-time, residential position. Fall or spring. During the year, the playhouse offers a full array of theatre classes in the afternoons and on weekends. A student intern would assist the Youtheatre Director in coordinating, teaching, administering, marketing the theatre's educational program of classes for youth. Housing and stipend provided

CULTURAL AND HERITAGE MUSEUMS (YORK COUNTY)

The museum is accepting applications on a rolling basis for students who are interested in gaining hands-on experience with educational programming, museum collections (including costume collection), finance and accounting, human resources, historical research, building restoration, exhibit construction and installation, environmental history, development, human resources, and archaeology. Visit online at www.chmuseums.org for more detailed descriptions and for the application procedure.

NORTH CAROLINA DANCE THEATRE

Internships available in the dance education, administration or studio areas. During the academic year or summers.

CUNNINGHAM DANCE FOUNDATION

Internships available in the production, marketing and studio areas. Summers only. Contact Sandra Neels for more information.

THEATRE CHARLOTTE

Production internships at Theatre Charlotte are a great way to earn class credit, while networking and building real world experiences. Interns work hand in hand with the production team, designers, staff and volunteers to see the inner workings that go into operating a community theatre. Students will work on realized projects as they relate to the productions being produced and the internships can be general for a well rounded experience or specialized to fit a specific area of interest as detailed below.

Stage Management: Interns work with the production stage manager during auditions, the rehearsal process and throughout the run of the show. Students who show

exceptional dedication and skill during the internship, may be eligible to stage manage a production for a stipend later in the term.

Duties:

- Set and attend production meetings
- Record blocking during rehearsals
- Run lines with actors
- Take notes during meetings and rehearsals
- Write cues in the script
- Call cues during the show
- Assist backstage during the show
- Identify and fill crew positions for the show
- Assist with auditions

Production Management: Students assist all members of the production and design team during the process of a show from early meetings through the finished product.

Duties:

- Attend production meetings
- Fill crew positions for the run of the show
- Record notes from production meetings
- Maintain and record budget expenses
- Assist with auditions
- Assist director, designers and props master as needed

Props: Interns work with the props master in creating or obtaining props for the production. Students that show exceptional skill and dedication may be eligible to work as prop master in another production later in the year.

Duties:

- Attend production meetings
- Create and build props for the show
- Secure and return borrowed props
- Research appropriate pieces as they relate to the show
- Pull props for rehearsal
- Organize props crew and works days as needed.

Lighting: Interns will assist the Lighting Designer during the production process from concept to final presentation. Students that show exceptional skill and dedication may be offered a stipend to design lights for a Stage 501 production or Christmas show.

Duties:

- Attend production meetings
- Record paperwork
- Assist with hang and focus
- Run light board during the production
- Manage and assemble lighting crew
- Record cues
- Maintain equipment and integrity of design during the run of the show

Set: Students work with the Scenic Designer in creating and realizing the scenic elements for the show. Interns who show exceptional skill and dedication may be eligible to design a Stage 501 production or Christmas production for a stipend.

Duties:

- Attend production meetings
- Assist Technical Director with working and shop drawings
- Build and assemble scenic elements for the show
- Paint scenic elements for the show
- Manage crews during construction and painting
- Locate, secure and return borrowed furniture and set pieces for the show
- Create shift plot if needed
- Manage backstage crew during rehearsal and the run

Directing: Interns will assist the director during the entire production process from research and concept, to casting, rehearsals and the run of the show.

Duties:

- Take notes for director during rehearsals and meetings
- Attend production meetings
- Assist with research for the show
- Run lines with the actors
- Record blocking notes during rehearsal

Volunteer Coordinator: Students will work with the staff and production team to fill volunteer positions for shows and events as well as everyday tasks as they relate to community theatre. Interns will work towards coordinating a Volunteer Appreciation Event at the end of the term.

Duties:

- Manage and update volunteer database
- Staff volunteers for mailings and material distribution
- Staff front of house volunteers for productions
- Staff backstage volunteers for productions
- Update and maintain volunteer welcome packets
- Provide orientation for new volunteers
- Manage volunteer events and work calls culminating in a Volunteer Appreciation Event

Contact the Department Chair for more information or Chris Timmons, Technical Director/Facility Manager, 704-376-3777 ext. 17. chris@theatrecharlotte.org.